Preparing Documents in the STARS Database

Open the STARS Database:

DOCUMENT GENERATION

Common Prompts Case Action Log Event Log Doc/Gen Search ▶ GO Network	To access Document Generation, select the Common menu in the STARS Toolbar. Then select Doc/Gen.
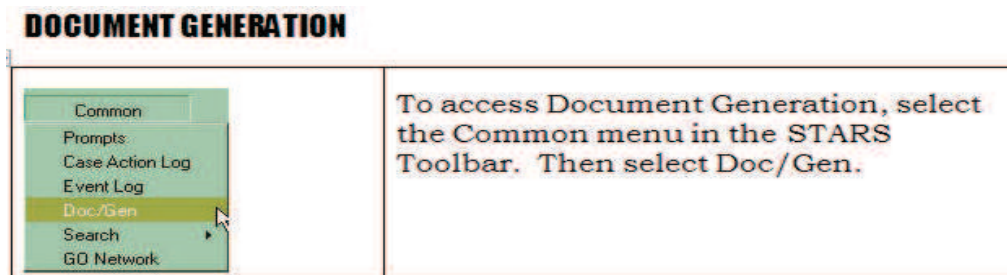
Generate the Doc Gen form or scan documents as needed:

Common - Document Generation

*Case Number	County	Office	User ID
	BUTTS(018)	FLINT-JACKSON OFFICE(124)	

Case Type	Case Subtype	Case Status	Current Function
NON-AFDC(NA)	REGULAR NON-AFDC(NR)	CHANGE OF CP(IAC)	ENFORCEMENT(E)

Parent	Name	ID	SSN
CUSTODIAN(CU)			
NON CUSTODIAN(NCP)			

Office Number: ADMINISTRATION(030)
User ID:

*NCP Address Sequence: 1
Court Order Number/FIPS: 00000191509031X/I 320701

- Edit and scan all documents as needed.
- When the document is ready and fully edited and/or scanned, select **File, Print and Printer Name** changes to *PDF Creator*.
- Save your document in **C: /** 📁**Stars/** 📁 Data
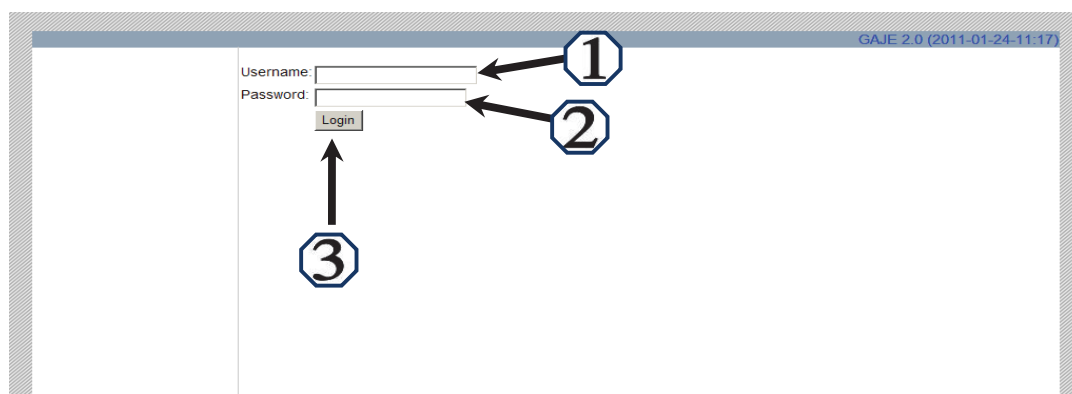
To go to the table of contents click **here**

How to access the child support efiling application

To access the Child Support E-filing Application go the internet and go to the Child Support E-filing Application website of: https://www.gaje.us.

GAJE EFiling

Home | Courts

Courts

Child Support EFiling

- Bibb County
- Washington County
- Jefferson County
- Oglethorpe County
- Fulton County
- Chatham County
- Clarke County
- Houston County
- Peach County
- Coweta County
- Franklin County
- Bulloch County
- Crawford County
- Augusta–Richmond County
- Morgan County
- Upson County

Search

Search

Admin
Log in
Entries RSS
Comments RSS
WordPress.org

The application will take you to the login (enter) screen to access the application here at: https://www.gaje.us/cs/client.faces.

To login (enter) the Child Support E-filing Application follow these easy steps:

GAJE 2.0 (2011-01-24-11:17)

Username: ①
Password: ②
Login ③

With your mouse, click in each empty box and type your:

① Username

② Password

③ Click on the **Login** button.

The application will take you to the **Select a court from the list and click the button to go to it** Screen.

④ See the ▼ (drop down) box. Your court (or available courts) will show in the box.

⑤

Click on the Submit button:

If you file to just one court then you will be directed to this court's efiling web page.

To see the table of contents click here.
If you are a legal preparer and you want to file a new case click here.
If you are an attorney and you want to work on cases sent to you by the legal preparer click here.
If you are an attorney and you want to sign a document click here.
If you a clerk and you want to work on cases click here.
If you are a clerk and you want to reject a case click here.

How to file a new case using the efiling application

To file a new case into the court's case management system:

1. A legal preparer must do the following (see below):
    a. Create a new case in the efiling application.
    b. Verify the accuracy of the information in the case.
    c. Send the case to the attorney.
2. The attorney upon receiving the case sent by the legal preparer must do the following:
    a. Verify the accuracy of the information in the case
    b. Sign the necessary documents of the case.
    c. Send the case to the clerk.
3. The clerk upon receiving the case must do the following:
    a. Verify the accuracy of the information in the case.
    b. Sign the necessary documents of the case.
    c. Import the case the case into the court's cms using the cms appropriate tools.

To see the table of contents click here.

How to create a case in the efiling application by the legal preparer.

Jump to the end of this section.

Legal preparers file new cases, although the efiling application provides this functionality to the attorneys also. An attorney can file new cases ONLY if he/she has access to the two resources needed from $tars (data file and the proper document package described below).

To file a new case you must create a case in the efiling application. To create a case you must first login into the efiling application, unless you are already logged in. if you don't know how to login please see section "How to access the child support efiling application**".**

If you are already logged into the application click on the "NEW" button. If you don't see the "NEW" button click on the "HOME" button. You will be directed to your home page in the application where you will definitely see the "NEW" button. **Remember you can get to your application home page from anywhere by clicking the "HOME" button.**

Once you click on the "NEW" button **do the following:**

On the screen you will see a box with six choices listed:

Home | Change Court | Report Error

Official court documents : _____ [Go]

[Back]

Filings by Case Actions

Establishment
Contempt
Review/Modification
Motion To Redirect
Motion To Transfer
Registration

[ENTER]

To file a new case into the court using the efiling application, you must **first create a new case in the efiling application.** In order to create a new case you must **first upload the necessary documents to the application.** These documents must be prepared in STARS before you begin the Child Support E-filing process. These documents are:

- **Datafile** - Is created by STARS in the DocGen process. A datafile is a text (plain) file that serves as the building block for creating a case in the e-filing application. In this file you will find the information about the case participants. This file can be found under the folder C:/Stars/Data

- **Document package in pdf format** – this package of pdf documents is the electronic image of a Microsoft Word package of documents created from DocGen.

The steps in creating a new case that will eventually be filed are:

① Click a case action, such as Establishment or Contempt, etc.
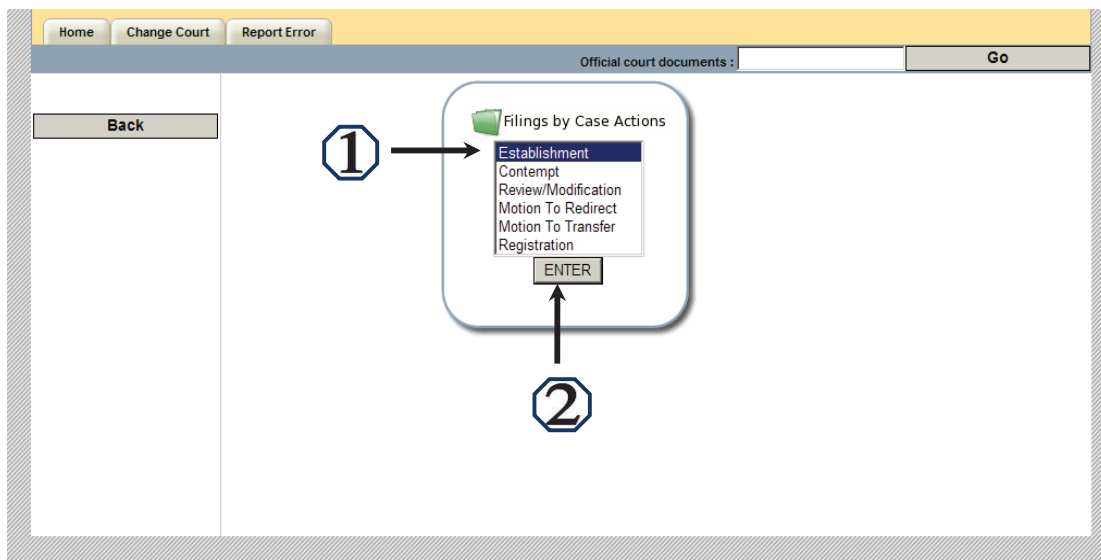
② Click the ENTER button. This action will take you to the **Prepare Filings for Attorney** screen.

At the **Prepare Filings for Attorney** screen, see the heading **Document Type.** On the next line, see text **Select Document Type,** an empty box and a ▼ (drop down arrow) box.

① Click on the ▼ box.

The box opens and there is a list of items in alphabetical order. Use your mouse and go down the list until you find the item named **DATA FILE**.

② *Click on the file DATA FILE*

The **Select Document Type** box now shows the **DATAFILE** in the ▼ box.

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Selecting the Data file.

See the **Prepare Document for Filing** text, an empty box and a Browse... button under the ▾ box.

① Use your mouse and click on the Browse... button one time.

This action will open the dialog box (screen) of files on your computer that says **Choose file**.
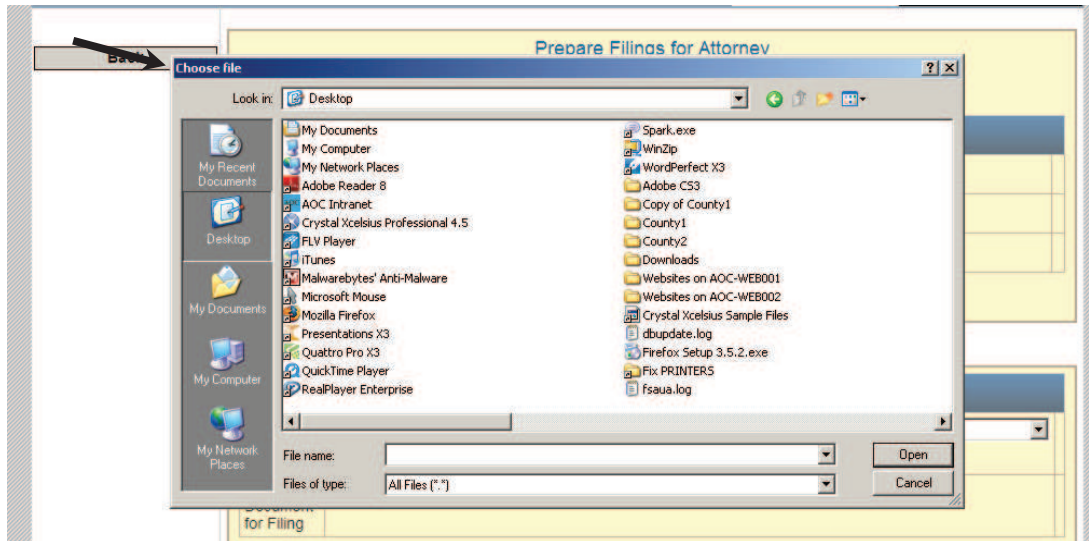
① Find the **DATA FILE** that you created in STARS at **C: /** 📁**Stars/** 📁 Data /name of file). When you find the file, use your mouse and click **ONE** time on the file. This action will highlight the file in blue.
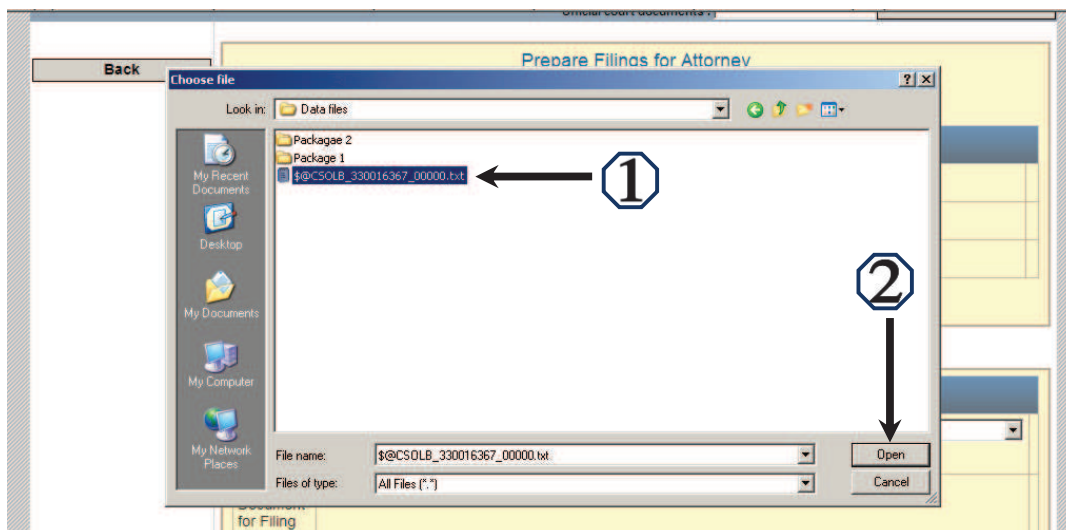
② Click the [Open] button ONE time. This action will move a copy of the file from your computer to the Child Support E-filing Application. View the text in the window.

③ Use your mouse and click the [UPLOAD FILE] button.

Now that the Data file is uploaded the next step is to upload the document package that will constitute the initial filing. Do the following:

① Click on the ▼ box.

The box will open and there will be a list of items in alphabetical order.

Use your mouse and go down the list until you find the **Package Type** that matches the document that you want to use.

Click on the type of document that matches your package.

```
2 Acknowledgements For Rev-Mod
2 Certificates of Service
DISMISSAL PACKAGE: DISPOSITION FORM, VOLUNTARY, DISMISSAL
Form CAE Petition for Support
FORM-CAE - Complaint Petition 5 or more children
FormCAA Contempt Petition
FormCAD - Motion for DNA Contempt
FORMCAG MOTION TO REDIRECT CHILD SUPPORT
FormCAG-EX - Motion To Redirect Exibits
FormCAH - Motion To Transfer
FormCAH-EX - Motion To Transfer Exibits
FormCCU - Registration
FormCCU-EX - Notice of Registration Exibits
FormCEJ-EX Review - Modification Petition Exhibits
ORDER (RM), ACKNOWLEDGEMENT, WORKSHEETS, DISPOSITION FORM
ORDER (RM), WORKSHEETS, DISPOSITION FORM
Order - Amended - Contempt with Rule Absolute
Order - Consent - DNA Paternity Testing With 2 Acknowledgements
Order - Consent - DNA Paternity Testing With Ack, DNA Waiver
Order - Consent - DNA Paternity Testing With Ack; DNA Waiver, Disp Info
Order - Consent - DNA Testing - Foster Care
Order - Consent - Paternity Testing With Acknowledgement
Order - Consent - Paternity Testing
Order - Consent For Child Support
Order - Consent For Child Support With Acknowledgement
Order - Consent For Child Support With DNA Waiver
Order - Contempt
Order - Contempt - Amended
Order - Contempt - Amended with Disposition Only
```

Browse...

UPLOAD PACKAGE

This action puts the package type in the **Select Package Type** window.

	Prepare Filings for Attorney
Back	

Document Type

Select Document Type:	
Prepare Document for Filing	Browse...
Upload as Exhibit:	☐

UPLOAD FILE

Package Type

Select Package Type:	Order - Contempt
Prepare Document for Filing	Browse...

**UPLOAD PACKAGE**

Uploading the document package for Filing

On the right, see the box **Prepare Document for Filing,** an empty box next to it and a [Browse...] button.

① Use your mouse and click on the [Browse...] button. This action will open the dialog box (screen) of files on your computer that says **C**hoose file.
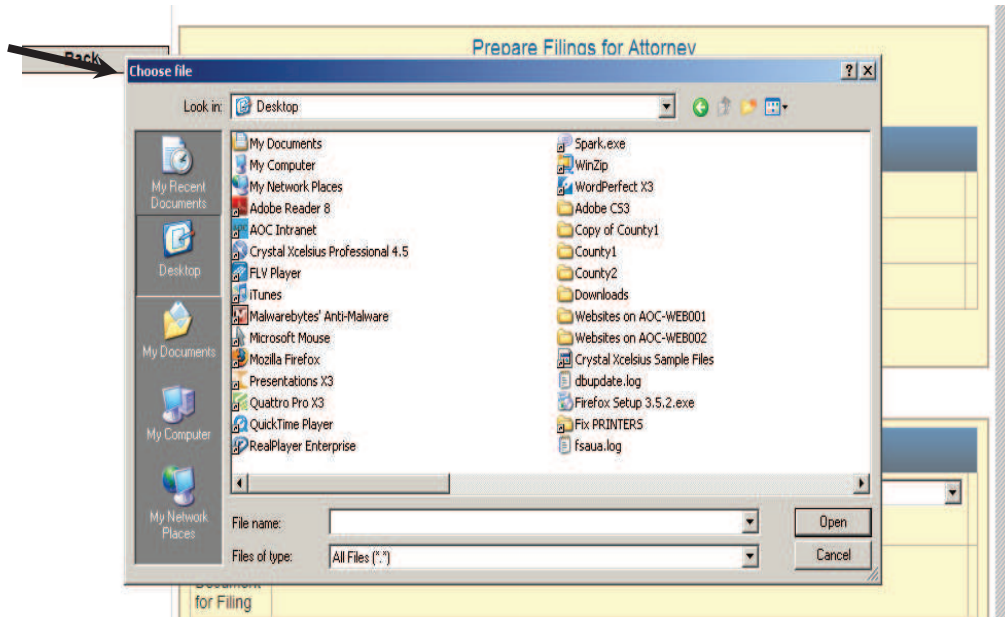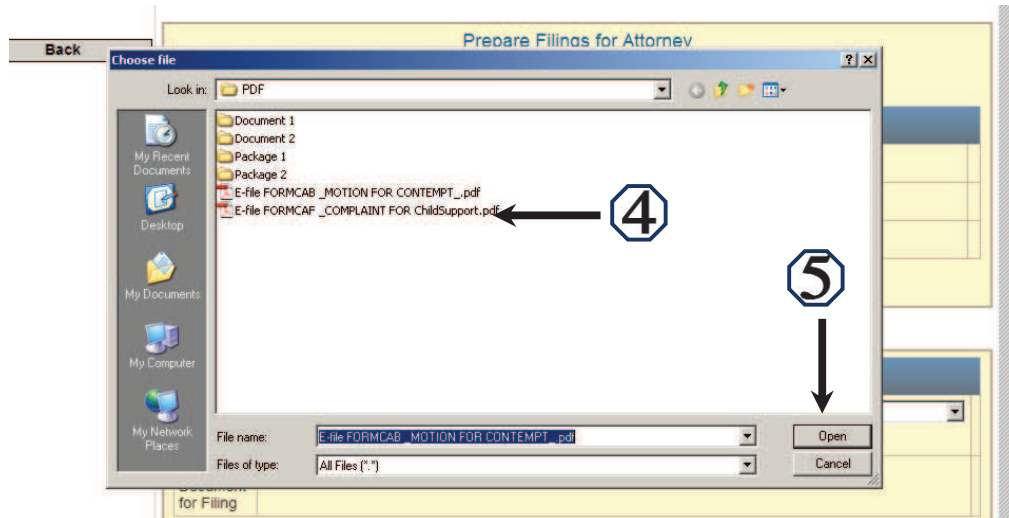
Find the ⬛📄 file (*that you prepared In STARS)* in your "C" Drive, C: / 📁Stars/ 📁 PDF
/name of 📄).

② When you find the folder, use your mouse and click ONE time on the 📁 PDF folder.
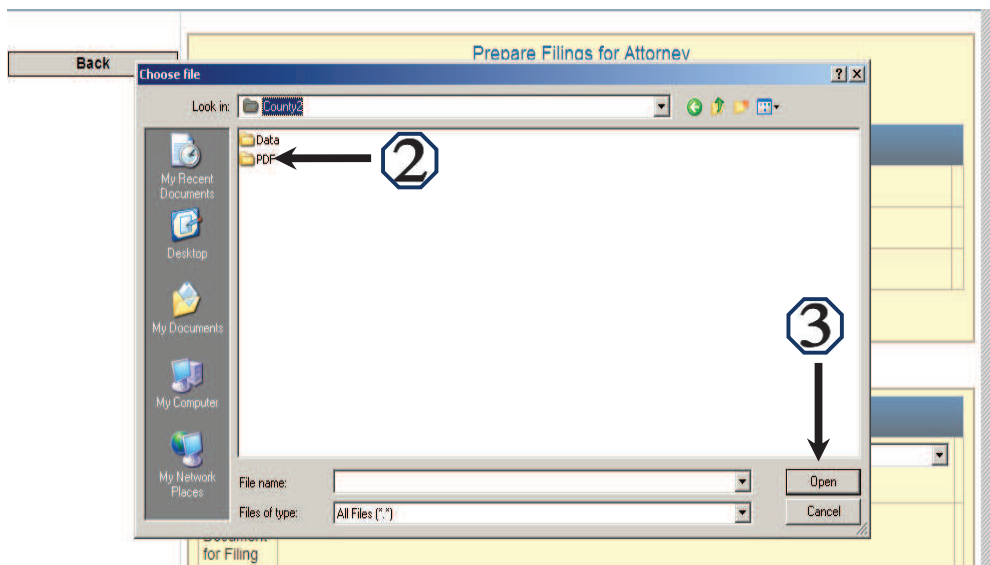
③ Click the ⬛ Open ⬛ button ONE time. This action will open the 📁 PDF folder to show all of the 📄 files in the folder.

④ Find the name of the file that you need to E-file. When you find the file, click ONE time on the name of the 📄 file.
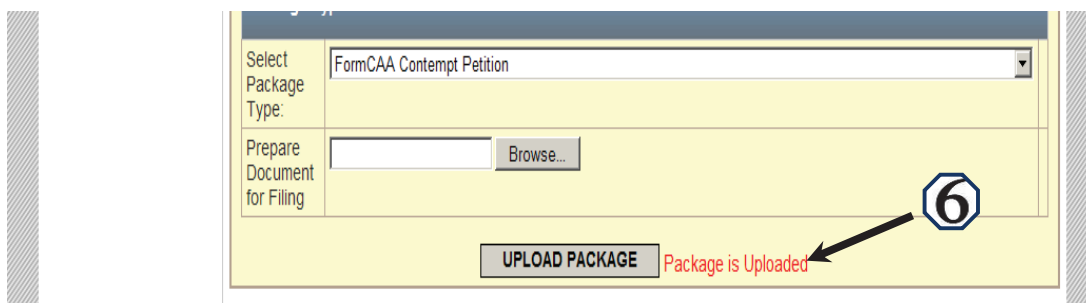
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⑤ Use your mouse and click ONE time on the [Open] button. This action will move a copy of the file from your computer to the Child Support E-filing Application.

⑥ Use your mouse and click the **UPLOAD PACKAGE** button.

This action will result in the package being uploaded. See the text, **Package is Uploaded**

Now that the two resources – data file and document package – are uploaded the case is created in the efiling application.
The next step is to review the uploaded documents, verify their accuracy by visually inspecting them, and then send the whole case to the attorney. Do the following:

Reviewing the Uploaded Docuemnts

Look at your screen and at the text heading *List of Uploaded Documents*, and below it is the word **Title**. Listed here are the documents that you have uploaded. Look at all of the documents to be sure that they are the right documents that you want to e-file.
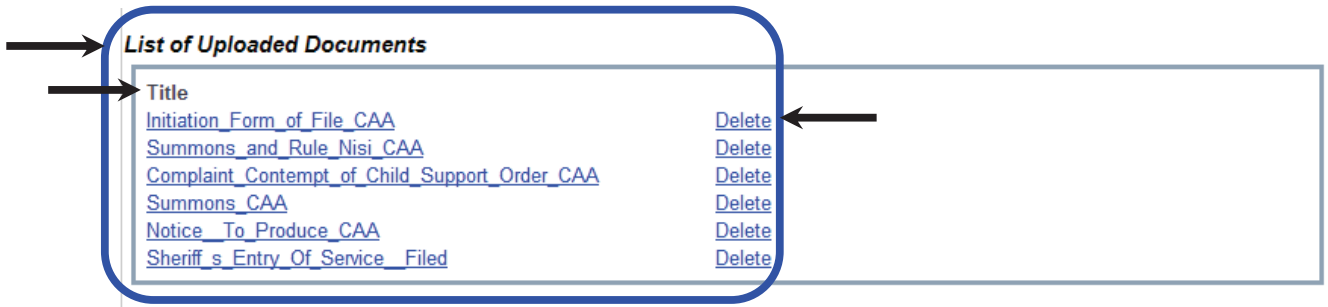
If any document is not correct, then use your mouse and click the **Delete** text to remove the wrong document and repeat step two again.

Reviewing the Filing

After you look at the documents and see that they are all correct, you can send them to the attorney to E-file them. To send the case to the attorney, use your mouse and click on the **Review of Filing** button to e-file your documents.
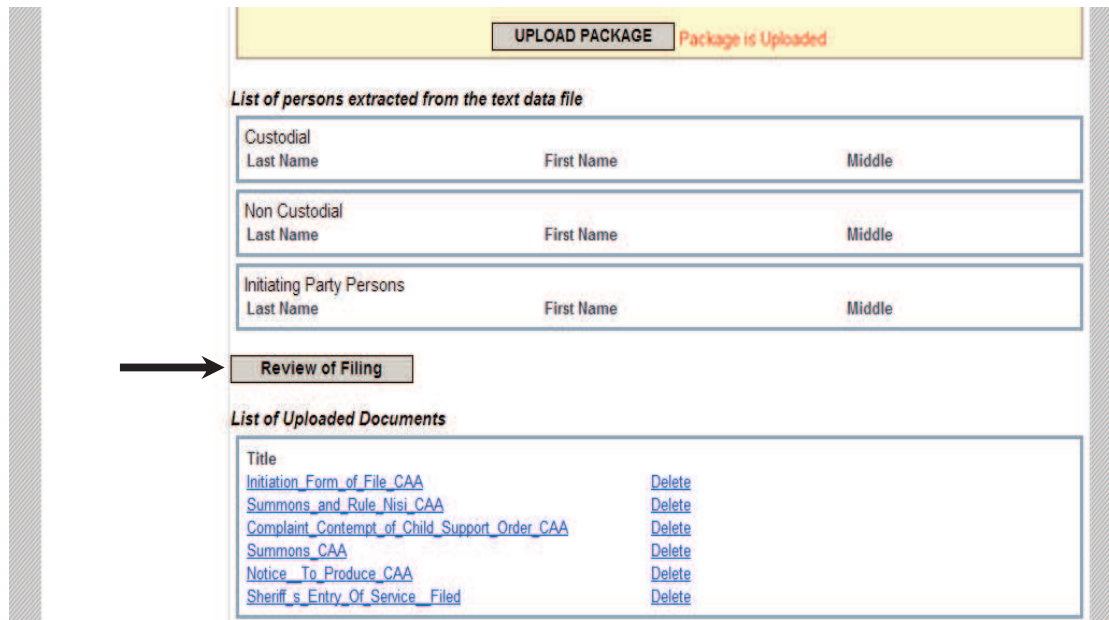
This action takes you to a **Case Details Page.**

Here, at a **Case Details Page** you should check a case's details. Open each document to make sure that they are correct to send to the Attorney.

Look at all of the details (information) about a case. If all of a case details are correct, use your mouse and click on the [Send to Attorney] button.

The case you have created in the efiling application is sent to the attorney. The attorney will review the case, sign the necessary documents and will send it to the clerk.

To go to the table of contents click here.
To see the start of this section click here.

Confirming That a Case Was Sent to the Attorney

If you are a legal preparer or an attorney and you want to verify that a case has been sent to the attorney **do the following:**

If you are not logged into the application do so. If you don't know how to login see the section How to access the child support efiling application. If you are, then click on the attorney table under "Choose Tables" in the left pane. If you don't see "Choose Tables", then click "HOME" and that will direct you to your home page in the application where you can definitely see "Choose Tables". After you click on attorney table your page will be refreshed with the case on the attorney table.

- **Case Status** - To check that your case has been sent to the attorney, find a case and see the column, **Case Status**. Look in this column to see the status of your case. For a successful result, this status must be, **Sent to Attorney or Received by Attorney**.

- **Case Details** - To see case details, see the column **Case Details**, and click on the link Case Details to see a case **Details** page.

- **Last Event** - To see all of a case history of a case, see the **Last Event** column. See the Event Log link for your case and click on it. This action will take you to a case **Record History Page.** Here you can view all of the events (history) for a case.